

## **C0004 RISK MANAGEMENT**

### **POLICY**

#### **1. Purpose**

This policy explains SAIBT's approach to identifying and managing risk.

#### **2. Risk Assessment**

SAIBT should conduct a risk assessment as part of its Business Plan, which is reviewed annually by the Executive Director and Business Manager. In addition to setting the strategic path for the organisation, the review will develop a risk profile that identifies short- and medium-term risks, their potential impact, and the likelihood of their occurrence. The major sources of risk will be identified under the headings:

##### **2.1 Human Resource**

- Compliance by teaching staff
- Control of staff selection process
- Availability of teaching staff
- Availability of administrative support
- Crisis management
- Discrimination/harassment of students

##### **2.2 Operations/Program Delivery**

- Client satisfaction, management of grievances
- Ability to meet university standards/external moderation
- AQTF compliance
- Maintenance of quality program delivery
- Efficiency of admissions procedure
- Efficiency of study pathway to university (including the communication and articulation thereof)

##### **2.3 Liabilities/Legal Risks**

- ESOS compliance
- Student tuition fee protection
- Guardianship of student minors
- Student visa compliance
- Advertising/promotional compliance
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## 2.4 Information/Data Management

- Maintenance of accurate enrolments data
- Maintenance of staff/student personal records
- Maintenance/storage of student academic achievement records
- Compliance with ESOS/DIMA/AQTF requirements in all areas of admissions and student exit
- Security and privacy of all data

## 2.5 Market/Strategic

- Fluctuations in international student numbers
- Crisis management
- Competition from other providers
- Enhancement of existing links with key partners in the SA community
- Addressing market trends and demand for courses
- Maintenance of SAIBT's reputation

## 2.6 Organisational Management

- Adequacy of decision-making processes
- Adequacy of infrastructure support.

POLICY NAME	C004 RISK MANAGEMENT
Reference Authority	Director
Date of approval	1 December 2006
Amendments	

# RISK MANAGEMENT PROCEDURE

## 1. Risk Profiling

Utilising the matrix below, risks should be assessed in terms of their likelihood of occurrence and their potential impact.

		LIKELIHOOD					
		Rare	Unlikely	Possible	Likely	Most Likely	Inevitable
IMPACT	Catastrophic						
	Major						
	Moderate						
	Minor						
	Insignificant						

## 2. Action

- 2.1 High-priority action to diminish the threat must be undertaken where a potential risk appears in the sectors of the grid whose impact would be major/catastrophic and whose likelihood of occurring is likely/most likely/inevitable.
- 2.2 Where the occurrence of a risk is possible, and whose impact is defined as moderate, the threat should be monitored, and action taken as appropriate.
- 2.3 Risks that fall into all other sectors of the grid will be reviewed on an annual basis.